

# INSTALL PRINTER DRIVERS

Download AFICIO MP drivers from Ricoh website.

For AFICIO MP 8001 (Mechanical copier)

[http://support.ricoh.com/bb/html/dr\\_ut\\_e/rc2/model/mp6001/mp6001en.htm](http://support.ricoh.com/bb/html/dr_ut_e/rc2/model/mp6001/mp6001en.htm)

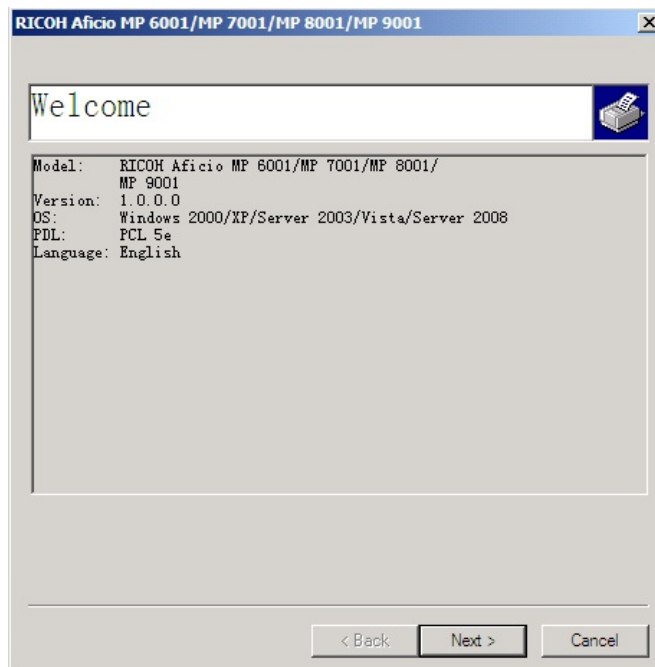
For AFICIO MP 2851 (Rosebrugh and Bahen copiers)

[http://support.ricoh.com/bb/html/dr\\_ut\\_e/rc2/model/mp21/mp21en.htm](http://support.ricoh.com/bb/html/dr_ut_e/rc2/model/mp21/mp21en.htm)

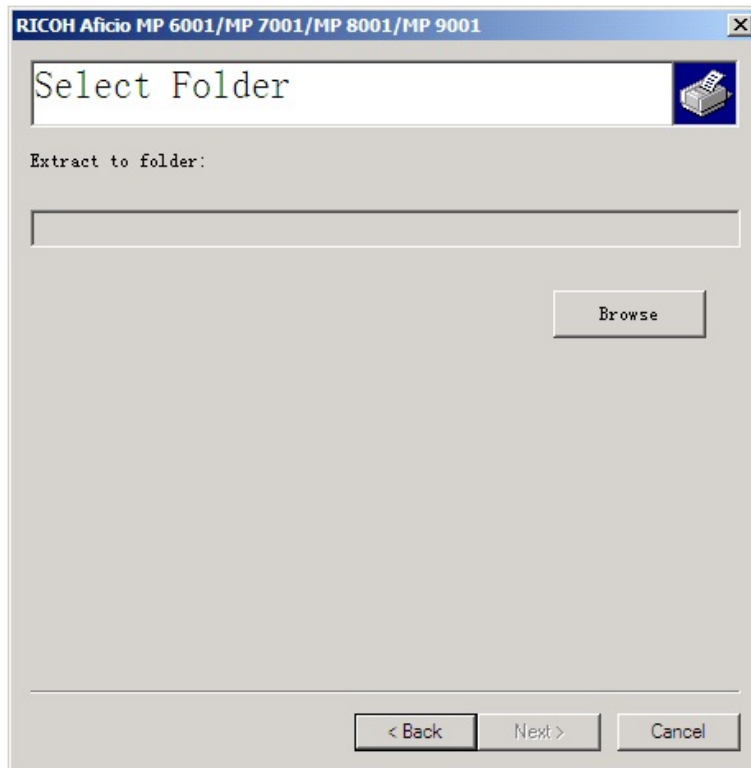
Choose the PCL 5e or PCL 6 driver for your Operating System.



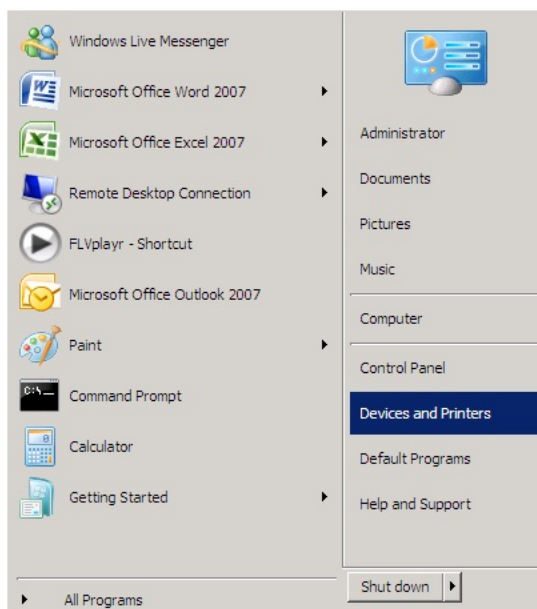
Click **Run** to Open



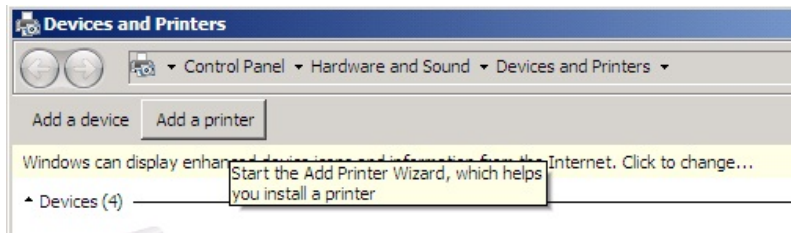
Click **Next**



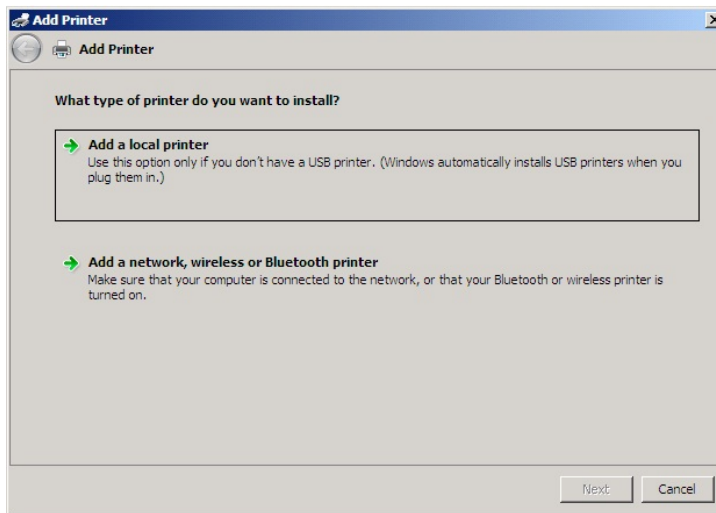
Click **Browse** to select a destination to extract your files



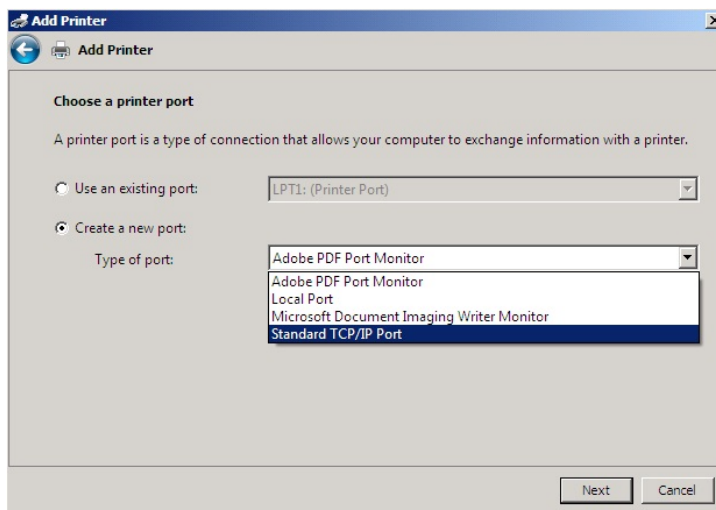
Click on the **START** button, Go to **Devices and Printers**



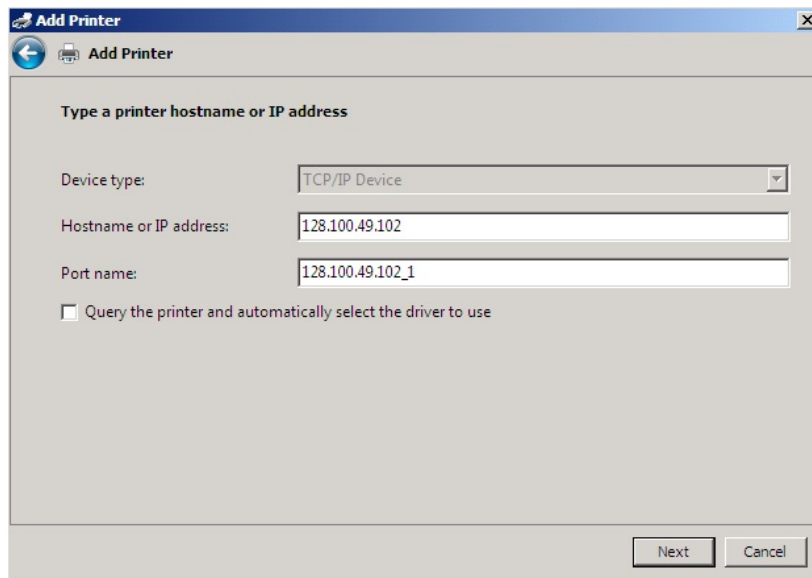
Click on **Add Printer**



Select **Add a local printer**, click next



Select **Create** a new port. Select **Standard TCP/IP Port** from the pull down menu



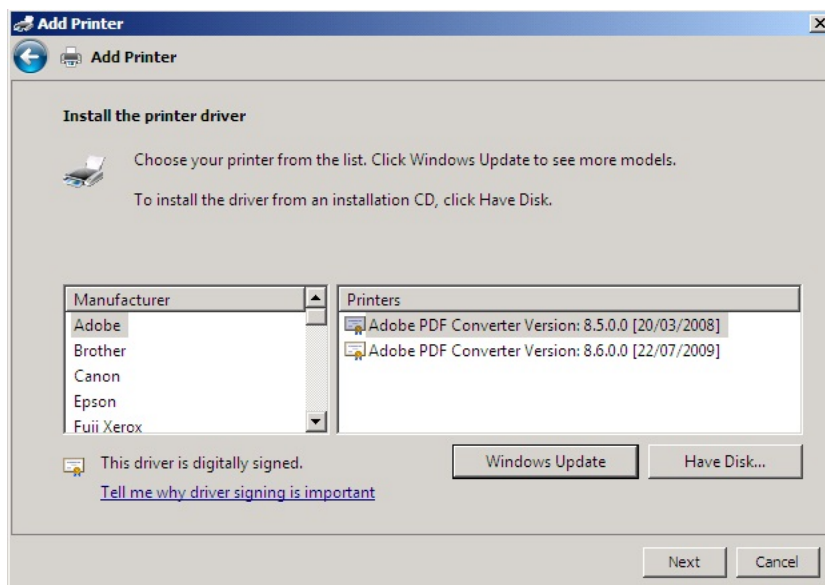
Enter the IP number of the Photocopier:

**Mechanical Building : 128.100.49.102**

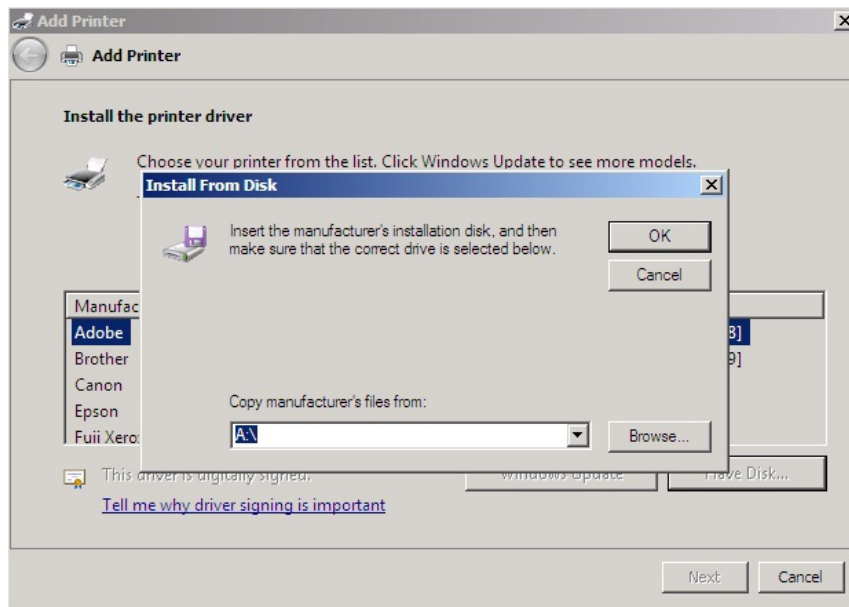
**Rosebrugh Building : 128.100.49.103**

**Bahen Building : 128.100.49.104**

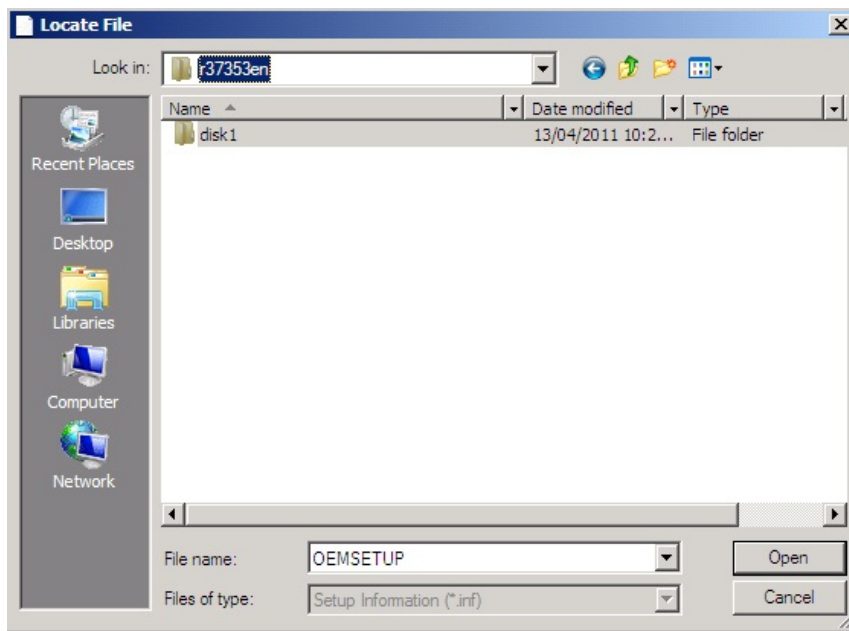
Click **Next**



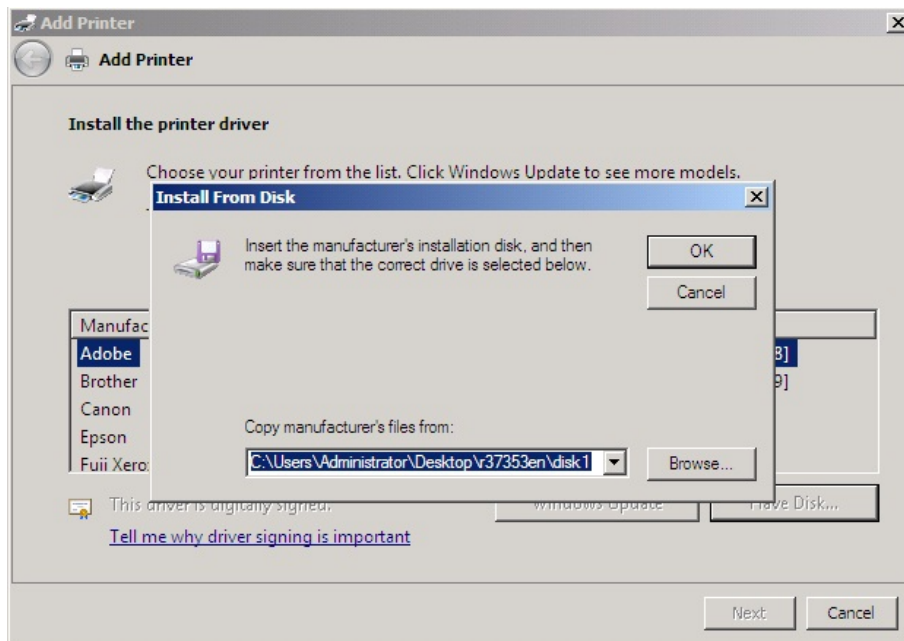
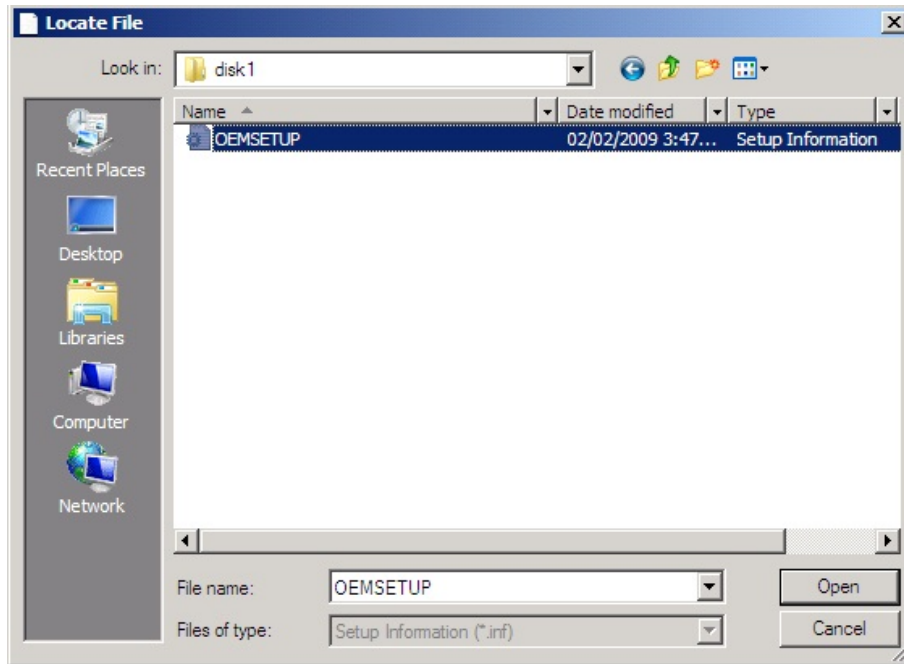
Click **Have Disk**



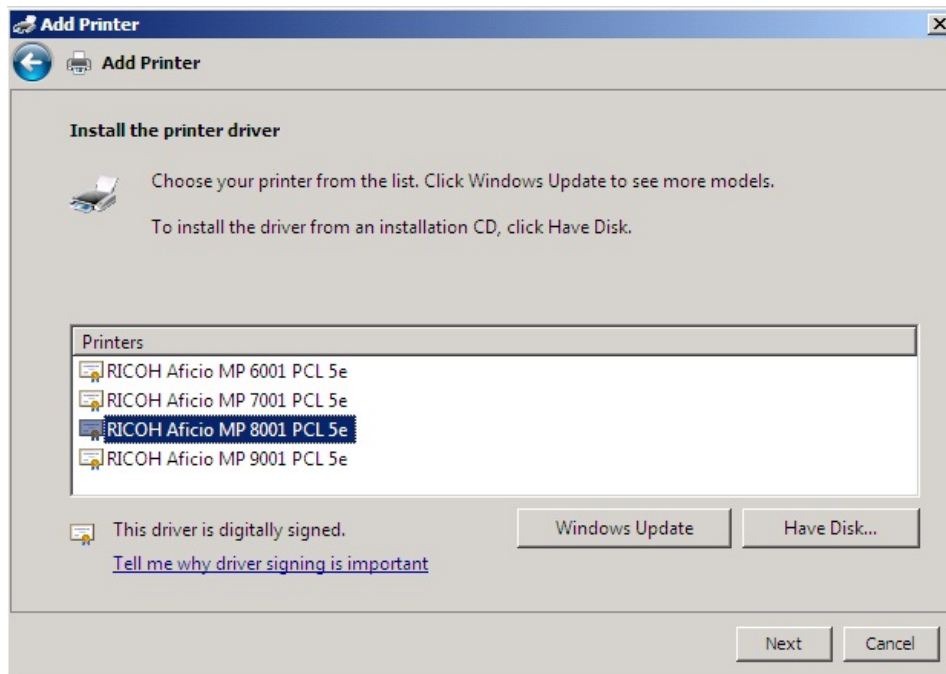
Browse to the location where you extracted the drivers files



Select the **OEMSETUP** file, click **Open**



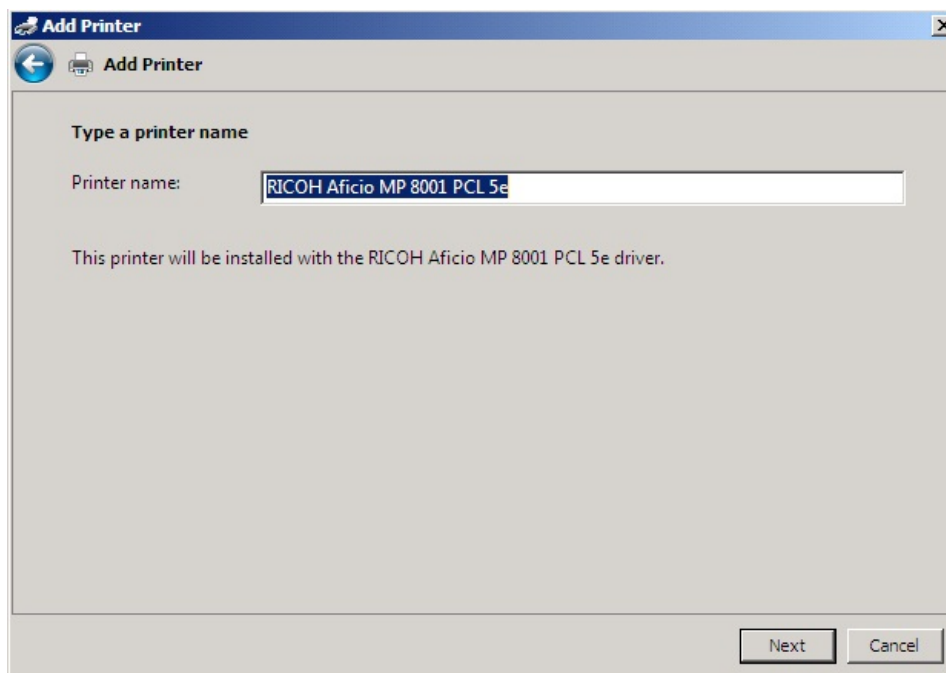
Click **OK**



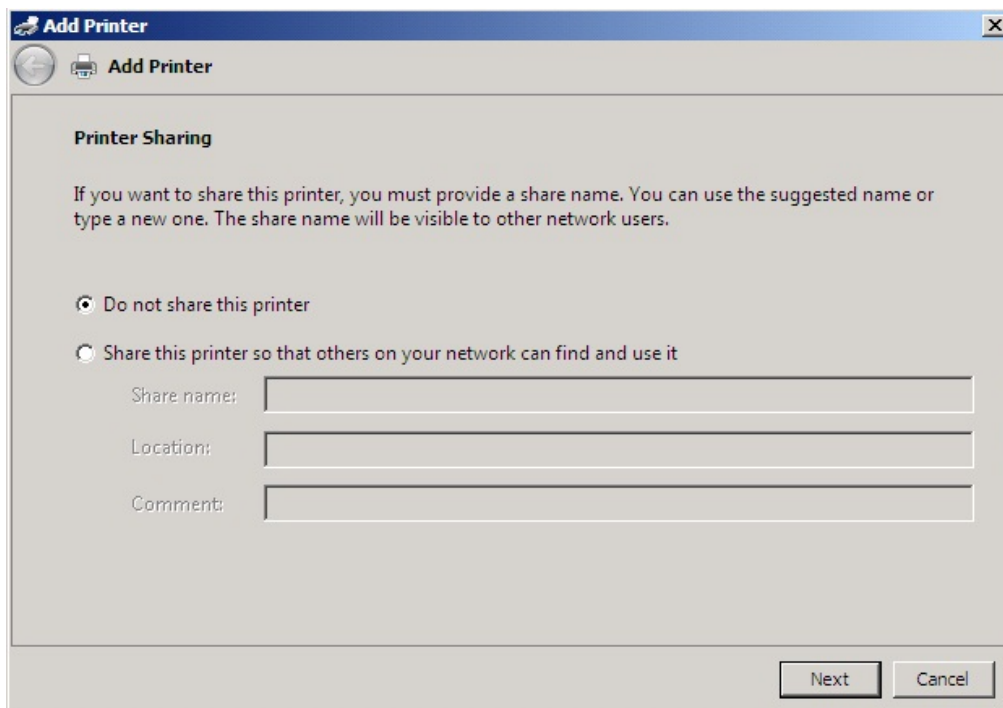
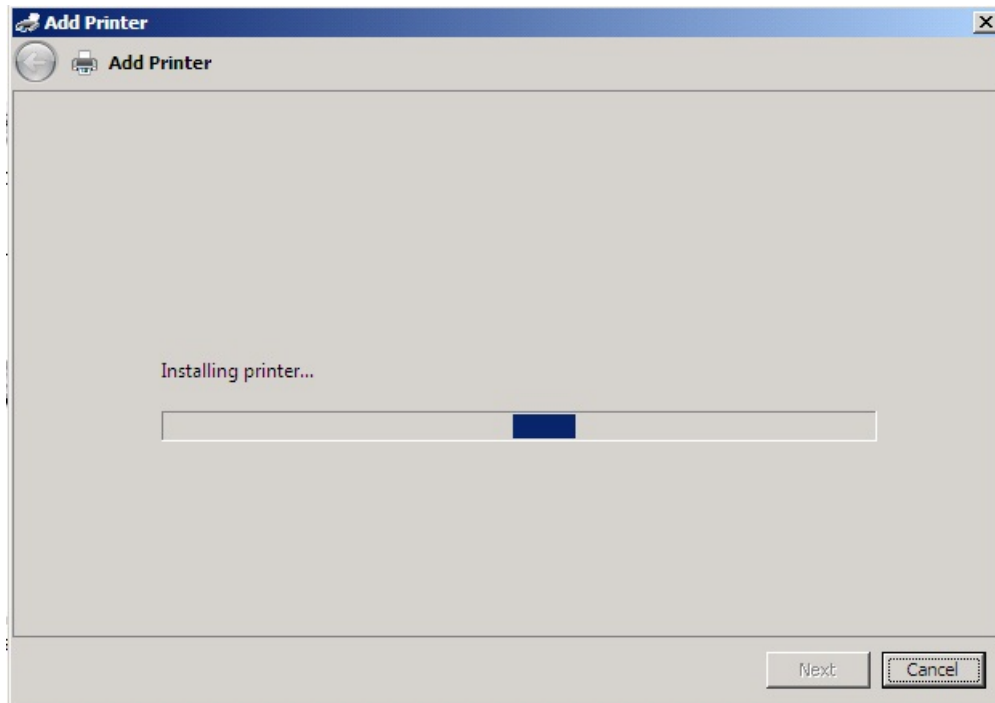
Select your photocopier model:

**Mechanical** Building = RICOH Aficio MP8001

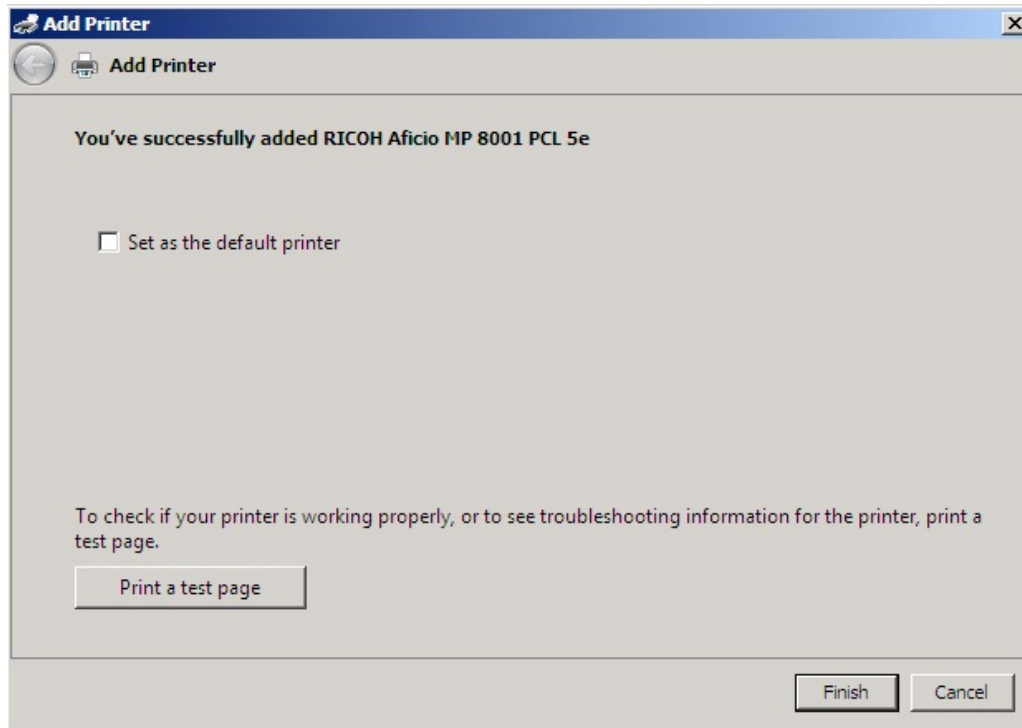
**Rosebrugh** and **Bahen** Building = RICOH Aficio MP 2851



Click **Next**



Select **Do not share this printer**, click Next



Check the box if the photocopier will be your default printer. Click **Finish**

# INSTALL SMART DEVICE MONITOR

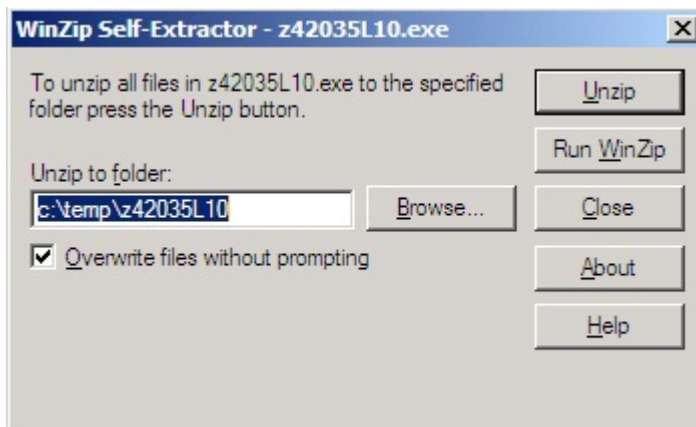
Download Smart Device Monitor for Client from Ricoh website:

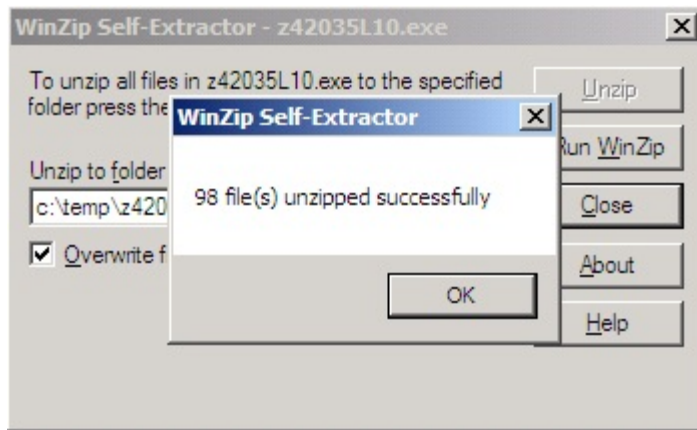
[http://support.ricoh.com/html\\_gen/util/SDM/SDM.html](http://support.ricoh.com/html_gen/util/SDM/SDM.html)



Double click to open, click **Run**, **Unzip** to extract.

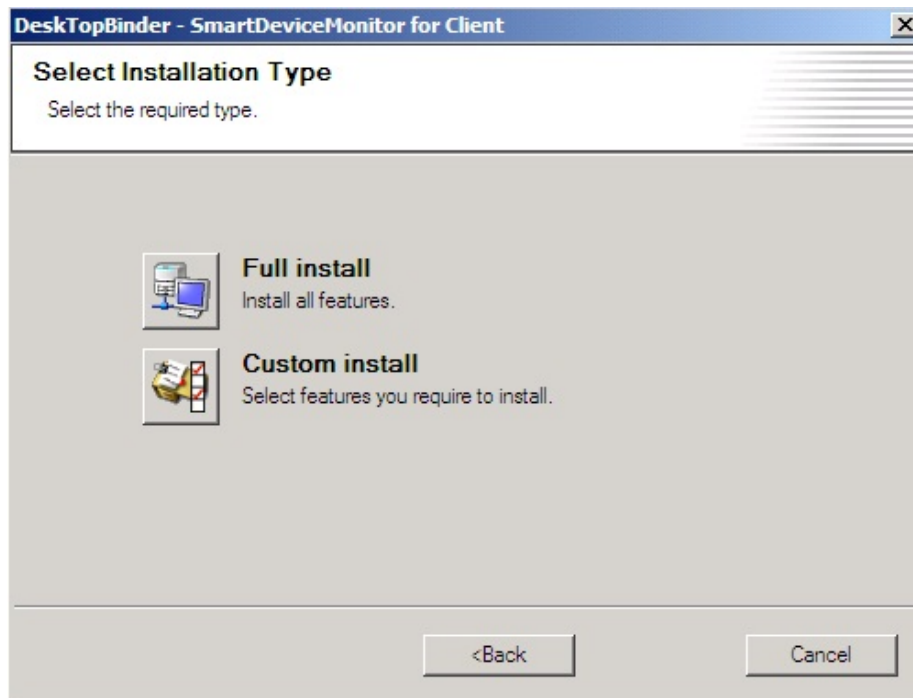
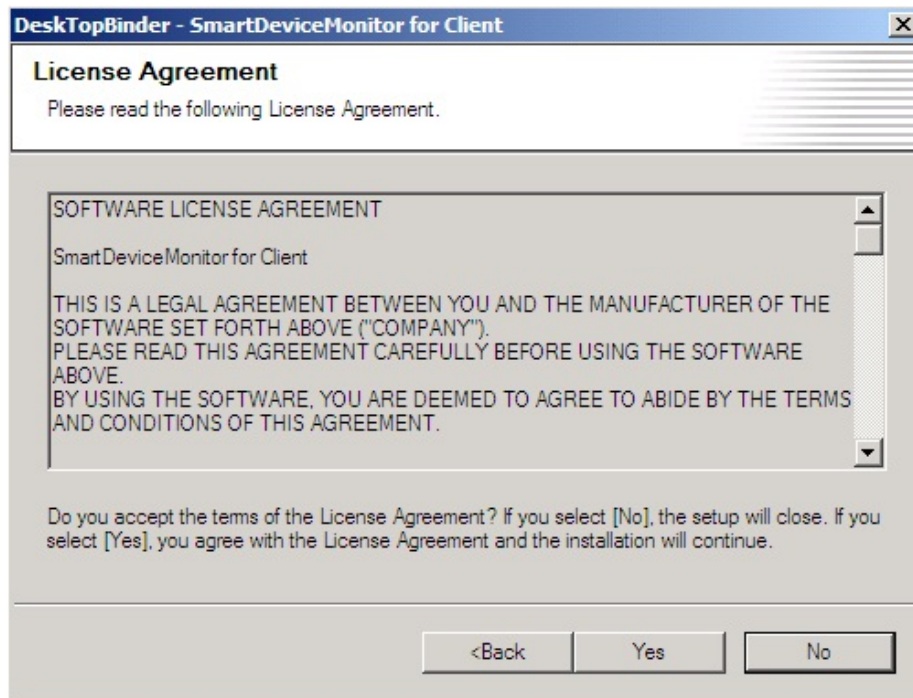
Extracted files will be located in C:\Temp



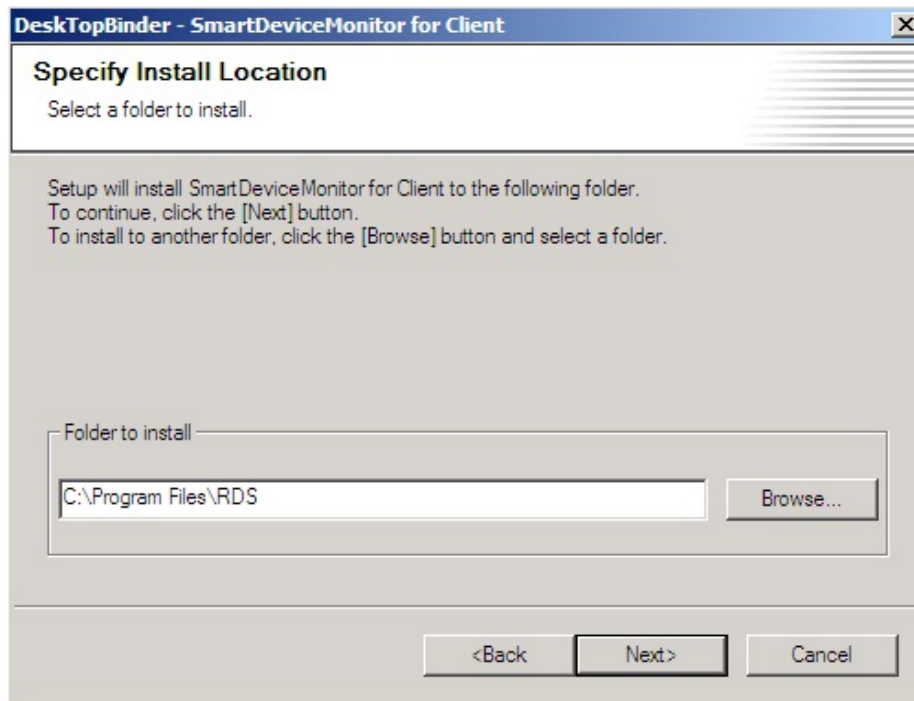


Goto **C:\temp\z42035L10\SDM\DISK1**, double click on **setup.exe**

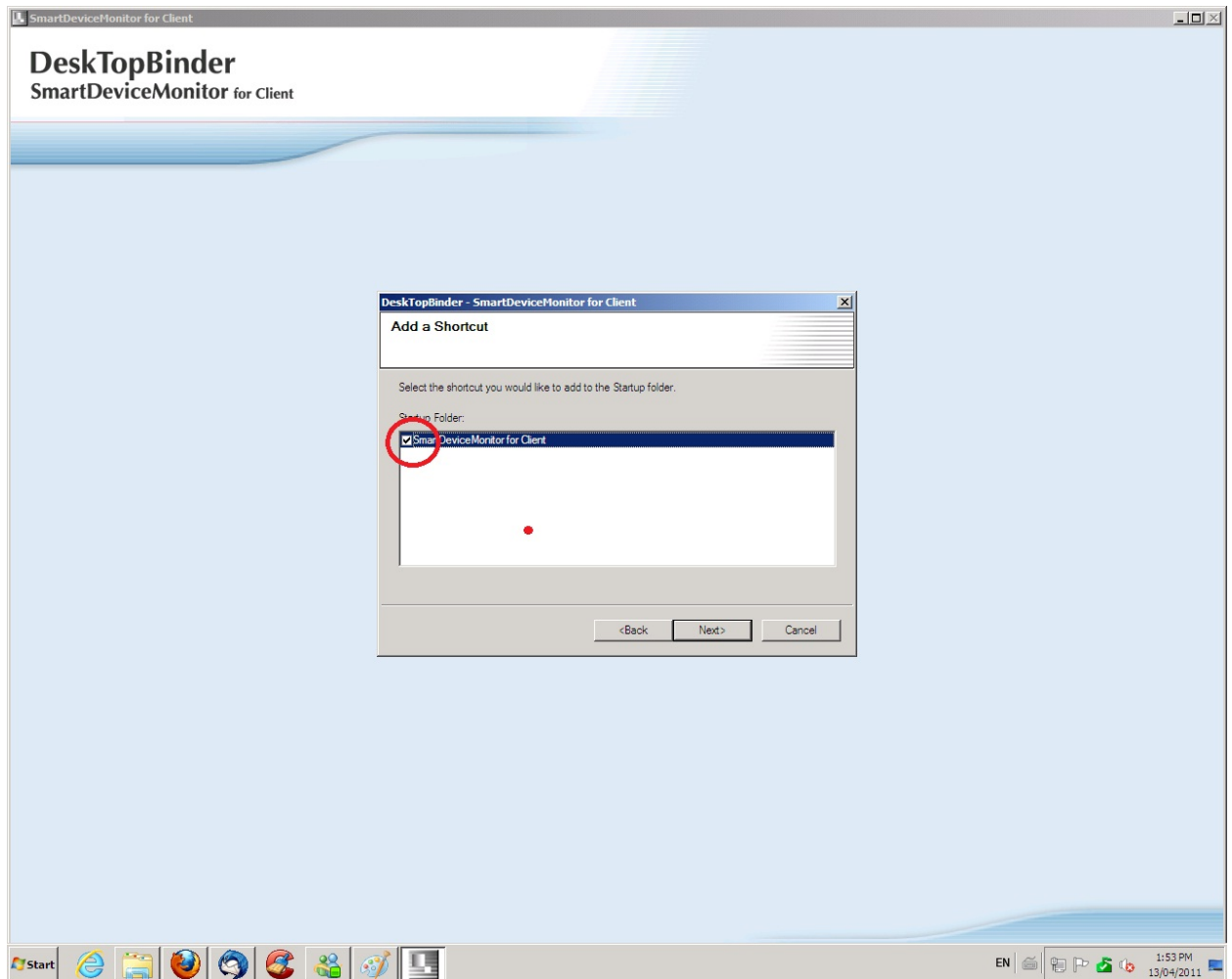




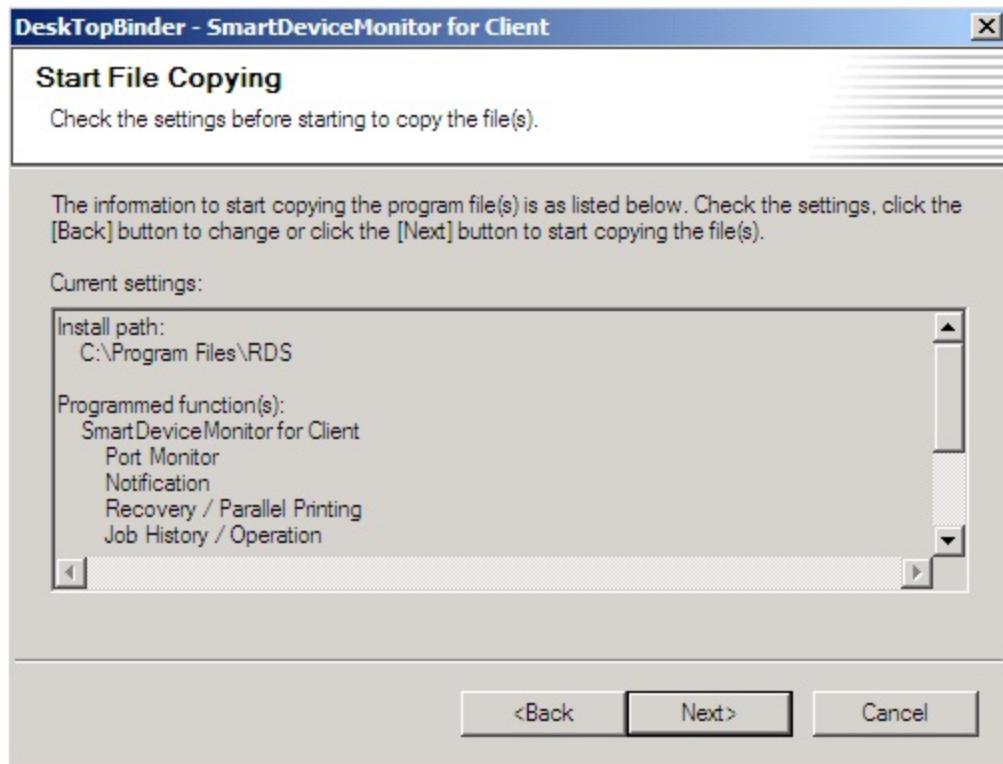
Select **Full Install**



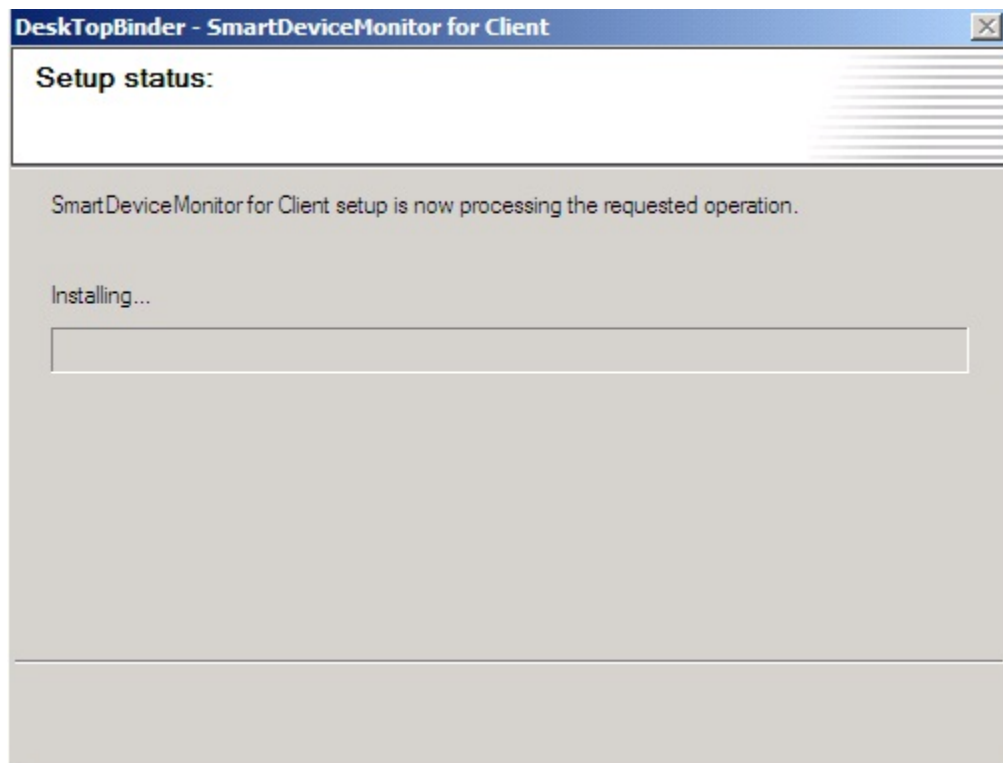
Click **Next**

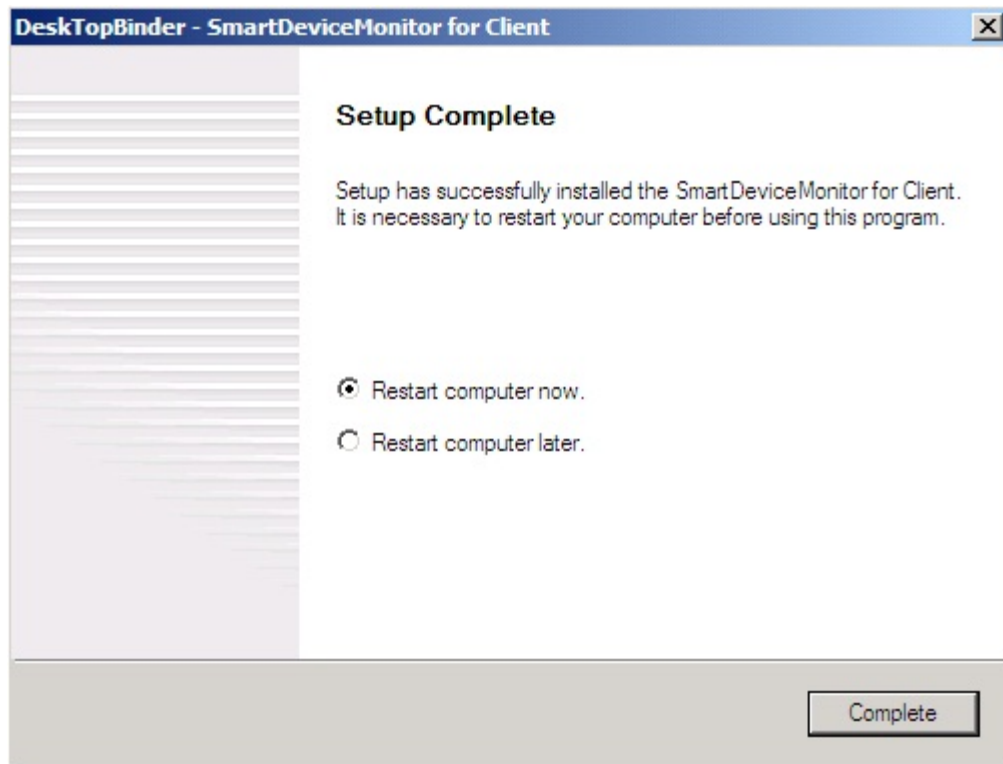


Check the box **"SmartDeviceMonitor for Client"**



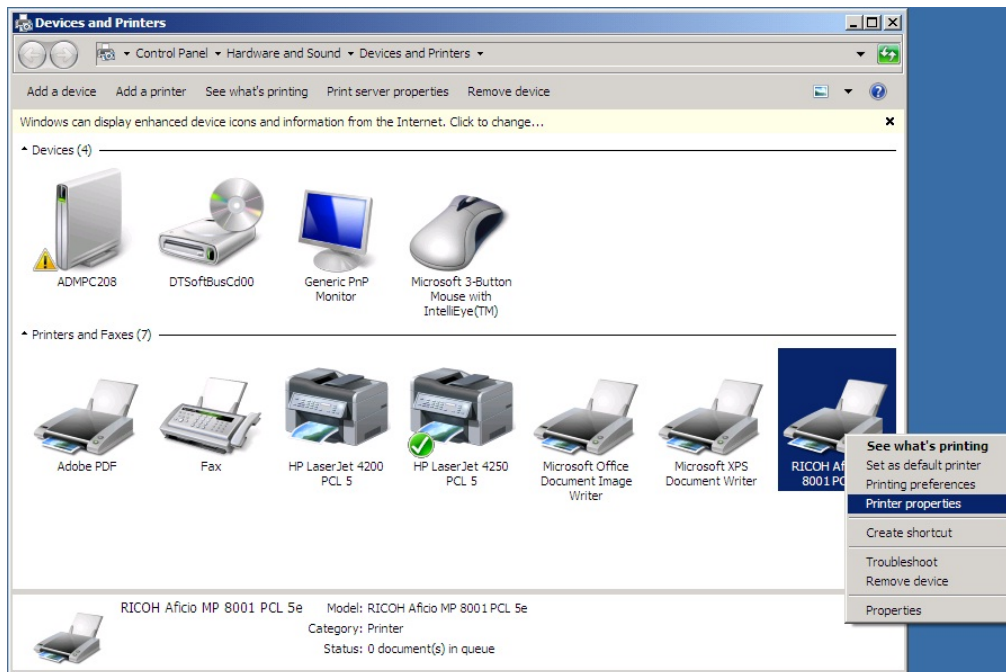
Click **Next**



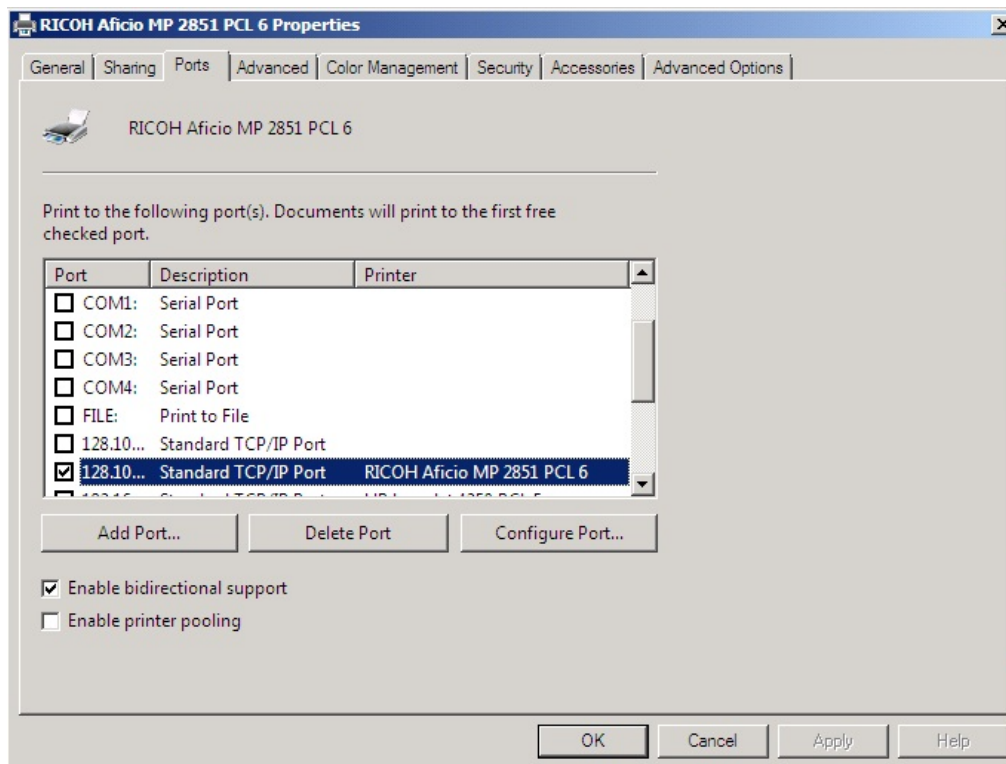


Click **Complete** to restart your computer

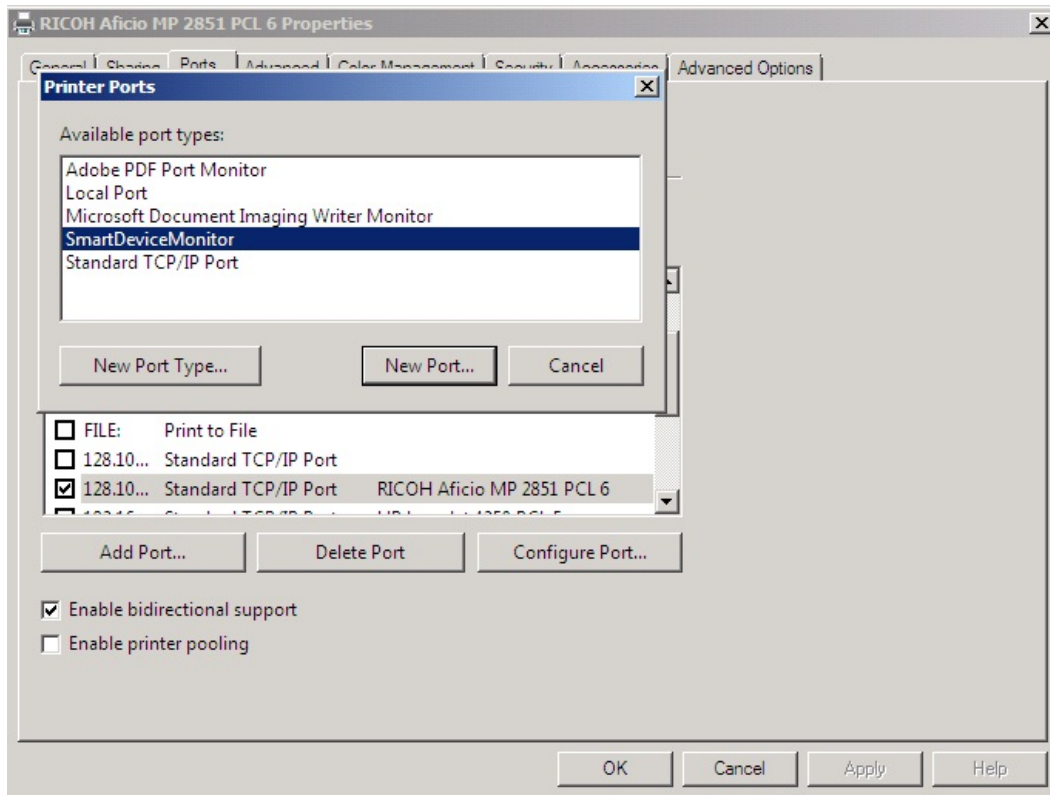
# CONFIGURE PRINTER PORT AND SETTINGS



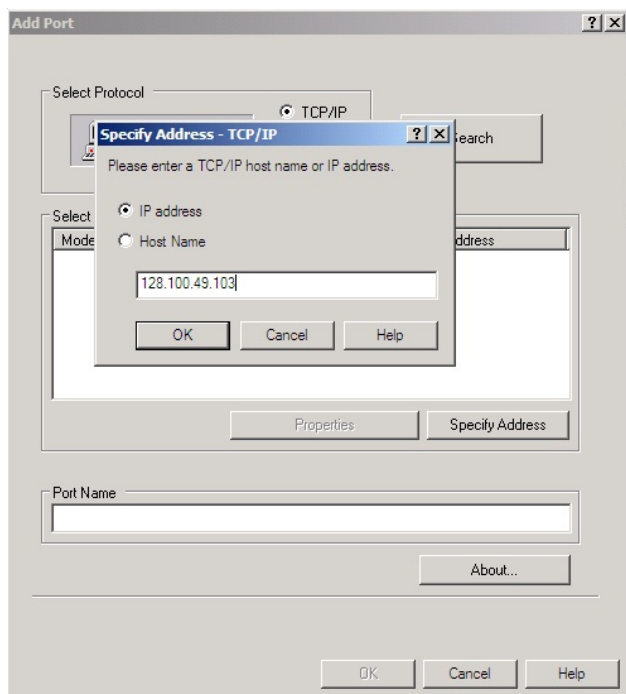
Go to **Start, Device and Printers**. Right-clicking on the **Ricoh Aficio Photocopier**, select **Printer Properties**



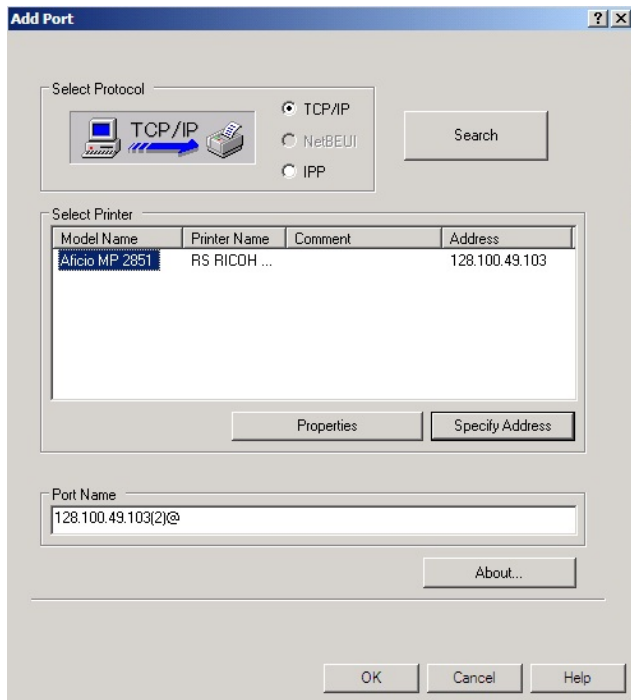
Select **Ports** from the top menu, click **Add Port...**



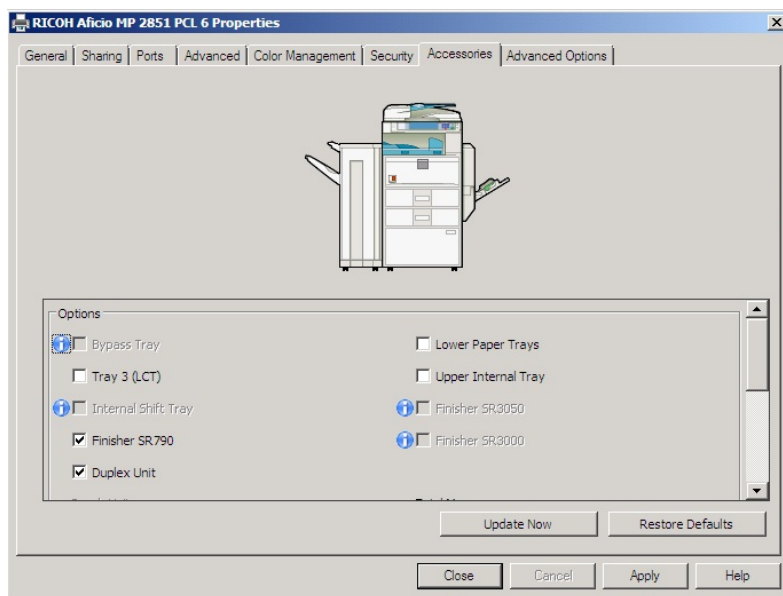
Select **SmartDeviceMonitor**, click **New Port...**



Specify the IP number for your copier model  
 Mechanical Building = **128.100.49.102**  
 Rosebrugh Building = **128.100.49.103**  
 Bahen Building = **128.100.49.104**

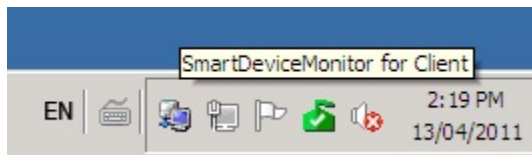


Click **OK**

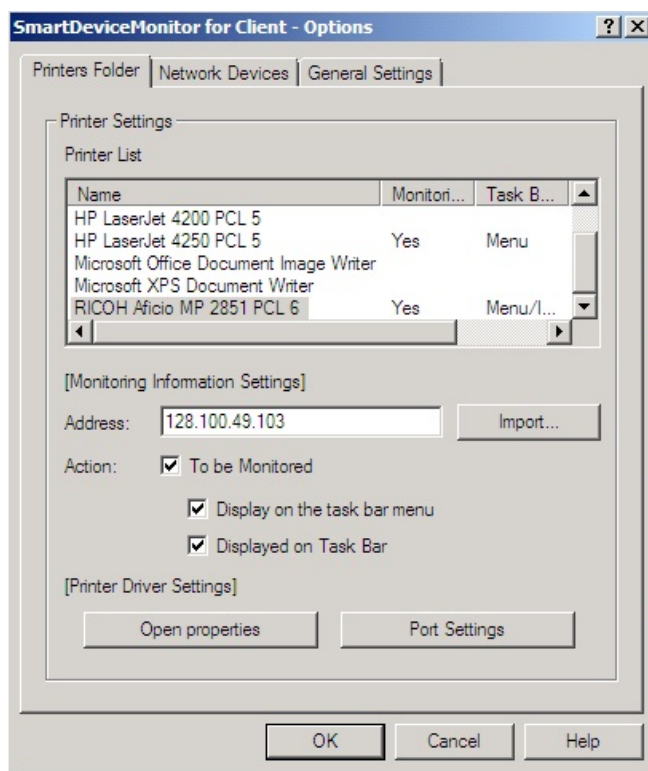
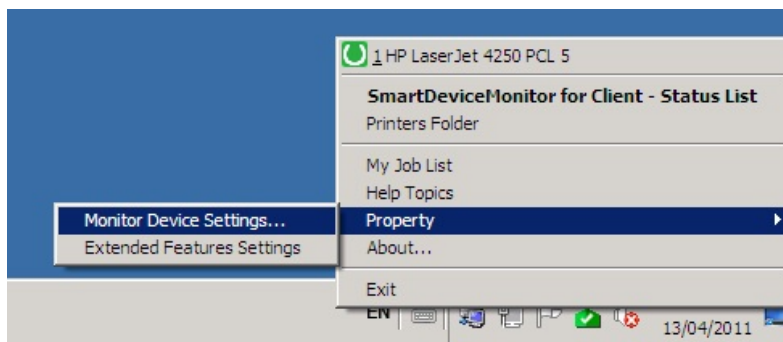


Select **Accessories** from the top menu; click **Update Now, Apply, Close**

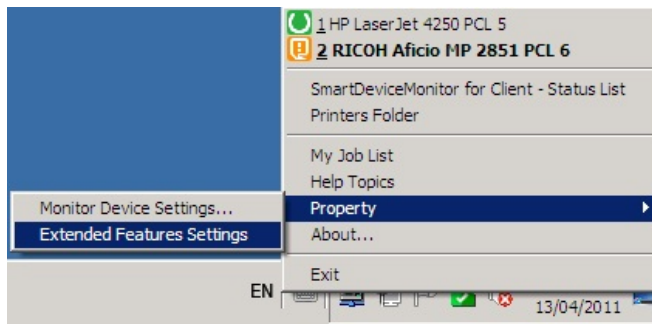
# CONFIGURE SMARTDEVICEMONITOR FOR CLIENT



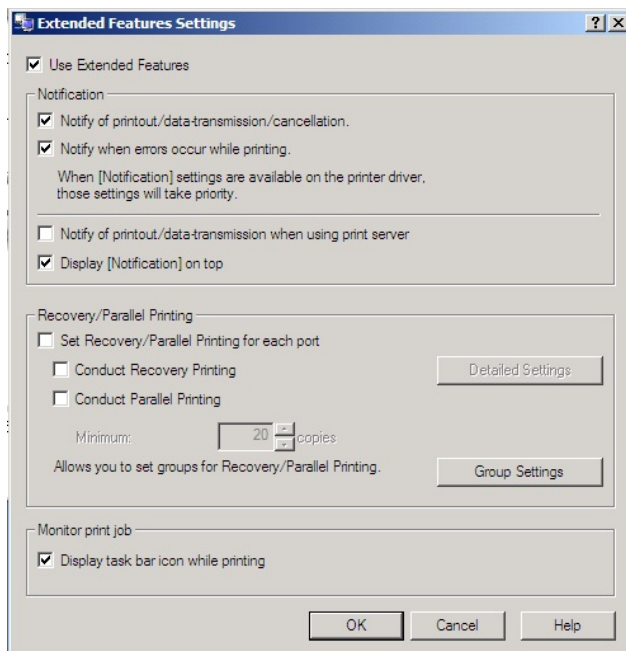
On the bottom right of your desktop, right-clicking on the SmartDeviceMonitor icon, select **Property, Monitor Device Settings...**



Select **Printer Folder** from the top menu, select **RICOH Aficio photocopier** from the printer list. Check **ALL** boxes under **Action**, click **OK** to close



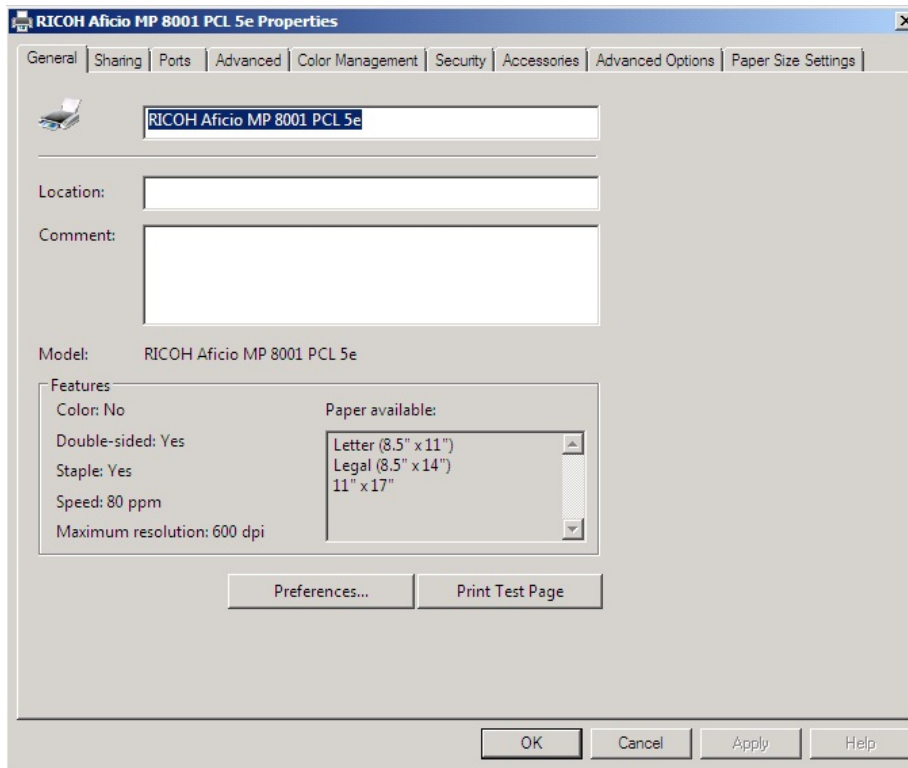
Right click on **SmartDeviceMonitor** icon, select **Property**, **Extended Feature Settings**



Check the boxes for the following features :

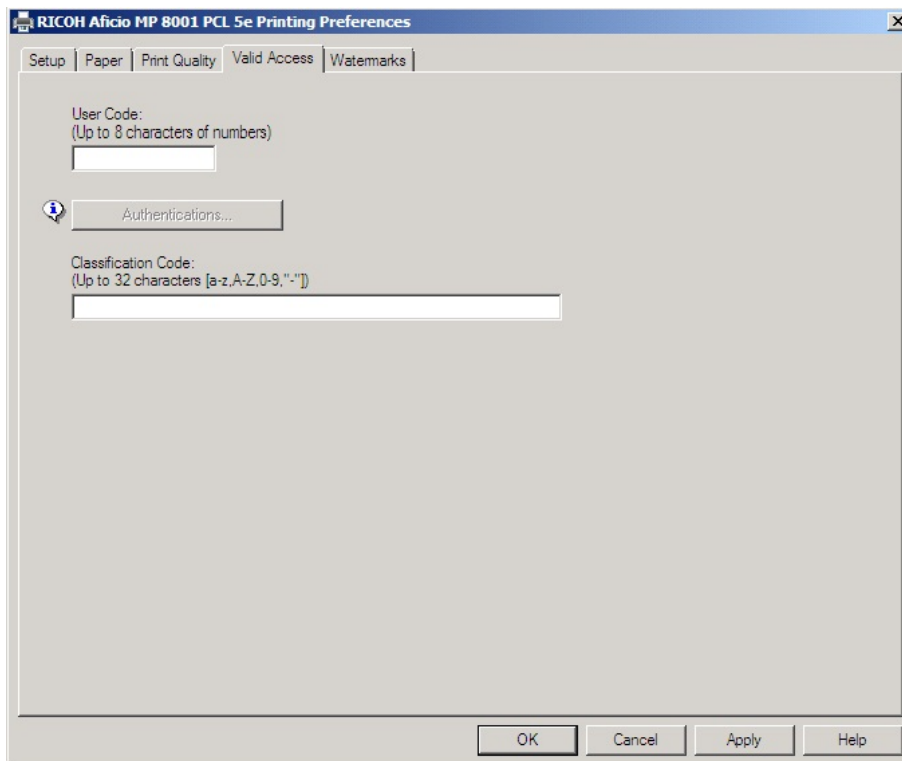
- **Use Extended Features**
- **Notify of Printout/data-transmission/cancellation**
- **Notify when errors occur while printing**
- **Display [Notification] on top**
- **Display task bar icon while printing**

# USER CODE INPUT



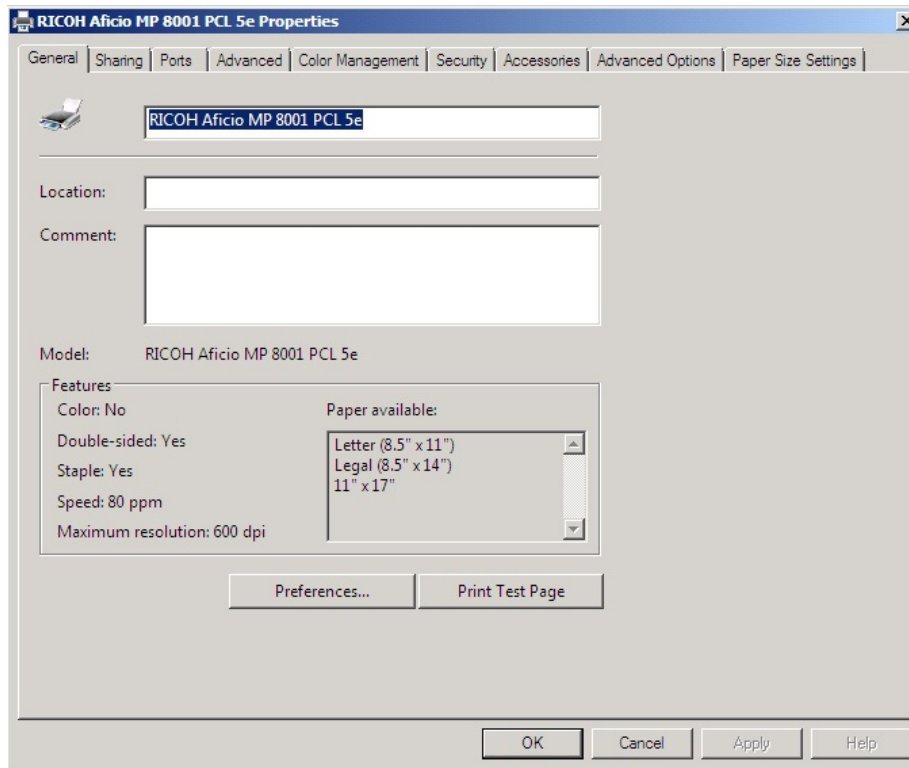
**User code is required to print to the photocopier.**

Under Printer Properties, click on Preferences

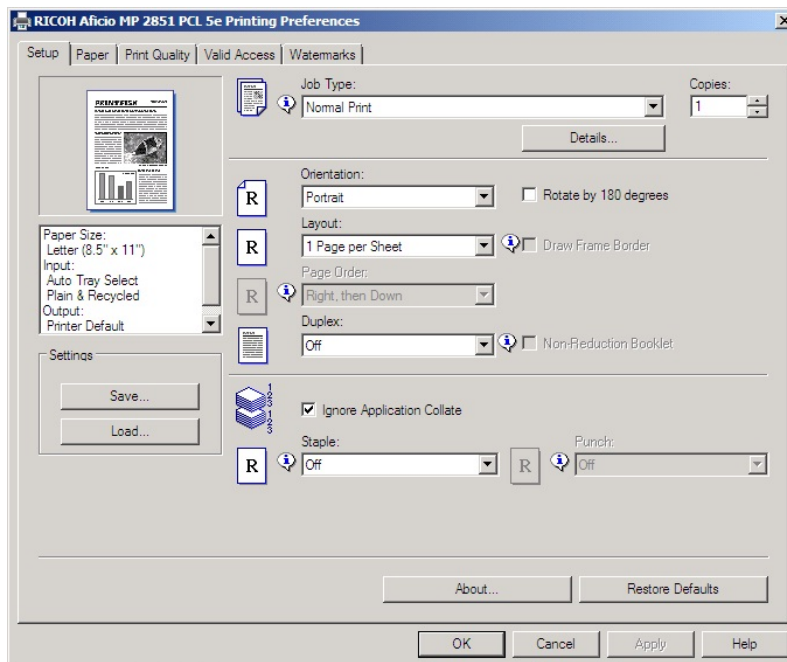


Select **Valid Access** from the top menu. Enter your PIN code under **User Code**. Click **Apply**, **OK** if you would like to print to the photocopier without entering the code each time, otherwise just click **OK**.

# DUPLEX PRINTING, STAPLING AND HOLE PUNCH UNIT



The Ricoh photocopier do support duplex printing and stapling (The Mechanical Building Aficio MP8001 do support hole punching). Click on **Preferences** under the **Printer Properties** page to access the finisher option page.



Select **Setup** from the top menu. On this page, you can apply the following options to your print job:

- **Orientation** – Landscape or Portrait format
- **Layout** – print multiple page on one sheet
- **Duplex** – print on both sides of the paper
- **Staple** – document stapling
- **Punch** – hole punching